

TECHNOLOGY ACTIVITY REPORT

Purpose

These instructions guide you through the creation of the **Technology Activity Report (TAR)**. The **TAR** reports technology purchases and employee pay associated with technology for the prior fiscal year. Accurate reporting is dependent upon the use and application of commodity codes on purchase orders created throughout the year. If commodity codes were used during the fiscal year but minor changes to the report is needed due to adjustments or errors, the changes can be made to the Excel file prior to submitting to KDE.

If commodity codes were not used during the fiscal year, use the Technology Activity Report spreadsheet template to produce the report. Refer to the [KETS Offer of Assistance](#) website for information related to the manual spreadsheet. The manual report is to be emailed to Scott Kane (scott.kane@education.ky.gov).

In order to report payroll costs associated with technology, specific user defined codes must be added to the Munis payroll module. See [KETS Payroll Coding Structure](#) for a list of the codes. These codes are assigned to corresponding commodity codes and reported accordingly on the Technology Activity Report. Your CIO can help determine the employee's percentage or flat amount of the total salary to be reported. The gross salary for the fiscal year as reported in the Munis payroll accumulator tables is used as the salary basis.

Description

The **KETS (Kentucky Education Technology System) Technology Activity Report** is generated from a program written specifically for the Kentucky Department of Education (KDE). This program allows the school districts to print a standard commodity report for the technology purchases using the standard commodity codes for such items. The requirement is for the **Technology Activity Report** to be submitted by all school districts to KDE. The purpose is to report technology expenditures to fulfill the KETS Master Plan.

Assigning User Defined Codes for Payroll Allocation

Select: **Human Resources/Payroll > Payroll > Employee Maintenance > Employee Master**

1. Find the Employee to which the code is to be assigned.
2. Click on **Detail**.

Employee Master - Munis [KDE]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Output Excel Office Attach Tools Detail Terminate Reporting Emps Menu Org Chart Supervisor More... Return

Employee Identification

Employee	SSN	Last Name	First Name	Middle Name	MI	Suffix	Status
626	123-15-0904	THORNHILL	MICHELLE	A	A		A - ACTIVE

Preferred Name

Main Dates Demographics Address Payroll Mail Sort Last Change User Defined Benefit FTEs

Employee Information

Job Class 0120 DIR OF DISTRICT-WIDE PROGRAMS

Location 001 CENTRAL OFFICE

Group/BU CERT CERTIFIED PERSONNEL

Pay Frequency S - SEMI-MONTHLY

Org/Obj/Proj 0011604 0110 CERTIFIED SERVICES

Department

Personnel Status FP - FULL TIME PERMANENT

Check Location 001 CENTRAL OFFICE

New Employee

Substance Screening Pool

State ID

Text Checklist

3. Select **User Defined Fields**.

Employee Master - Munis [KDE] > Employee Detail

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Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Output Excel Word Email Attach Notes Notify First Previous Last Return

USER DEFINED FIELDS

EMPLOYEE PAY

EMPLOYEE DEDUCTIONS

EMPLOYEE DETAIL HISTORY

Employee User Defined Fields - Munis [KDE]

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Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Output Excel Word Email Attach Notes Notify Audit Global Return

Employee SSN Last Name First Name MI Status

Field ID Code

Date

Code

Value

If you previously assigned commodity codes to this employee, a list of codes appears with assigned codes and values. Check codes for accuracy and make any adjustments necessary based upon the documentation that follows.

If this employee does not have a user defined code assigned for technology reporting, add the Codes to the employee's record (see [KETS PAYROLL CODING STRUCTURE](#) below).

Assign the code to be added and place in the **Field ID Code**. The **Code** field is either **PCT** or **FLAT**. The **Value** field is a percent when the code is PCT and an amount when the code is FLAT. Use the table below to determine the proper coding.

Continue adding these codes to the appropriate individuals.

HELPFUL HINT: Gather the employee numbers before adding these codes so that all individuals can be added while in the user defined field screen.

KETS Payroll Coding Structure

Commodity Code	Job Description	Munis User Defined Code Paid from KETS	Munis User Defined Code Paid from Other
310-00-014	CIO	CIOK	CIOO
310-00-014	District Tech	DTCK	DTCO
310-00-014	School Tech	STCK	STCO
310-00-014	District TRT	DTRK	DTRO
310-00-014	School TRT	STRK	STRO
310-00-014	School Coord	SCTK	SCTO
310-00-014	Dist Network Admin	DNAK	DNAO
310-00-014	School Network Admin	SNAK	SNAO
310-00-014	District Web Admin	DWAK	DWAO
310-00-014	District Web Master	DWMK	DWMO
310-00-014	School Web Admin	SWAK	SWAO
310-00-014	School Web Master	SWMK	SWMO
310-00-014	STLP	STPK	STPO
310-00-014	PD Stipends	PDSK	PDSO

Note: All payroll expenditures will report in one Commodity Code, 310-00-014, when the TAR is generated.

Example:

Employee is Thomas Bishop. Thomas made a gross salary of \$60,000. He is the CIO but he is also the DPP (which is not reported on the TAR). 50% of his time is allocated to the CIO job. However, 70% of that CIO job is paid from "KETS" and 30% of the CIO job is paid from "OTHER".

In order for his dollars to be picked up and put on the Technology Activity Report, Thomas would have a user defined code showing a CIOK code marked as 35% (70% times 50%) and a CIOO code marked as 15% (30% times 50%). 35% of his salary would be reported on the Technology Activity Report in KETS column and 15% of his salary would be reported in the OTHER column.

Part of the total gross salary that Thomas receives includes a \$2,000 PD Supplement. Fifty percent of the \$2,000 is paid from KETS funds and fifty percent is paid from OTHER. Thomas would have a PDSK code with \$1,000 reported as a FLAT amount and a PDSO code reported as a FLAT amount. See the four screens below.

On the TAR, \$1,000 will show as KETS and \$1,000 for OTHER.

The remaining \$58,000 (\$60,000 less \$2,000) will be used to calculate the 35% and 15% allotments as KETS dollars and OTHER dollars.

The screenshot shows the 'Employee User Defined Fields - Munis [KDE]' window. The top toolbar includes buttons for Accept, Cancel, Search, Query Builder, Add, Update, Delete, Global, Duplicate, Print, Text file, PDF, Excel, Attach, Tools, Global, and Return. The main form displays employee information: Employee 626, SSN 123-15-0904, Last Name BISHOP, First Name THOMAS, MI A, and Status ACTIVE. Below this, the 'Field ID Code' is set to 'CIOK - CIOK'. The 'Date' field is empty. The 'Code' is set to 'PCT - PERCENT OF PAY'. The 'Value' is set to 35.

The screenshot shows the 'Employee User Defined Fields - Munis [KDE]' window. The top toolbar is identical to the previous screenshot. The main form displays the same employee information. Below this, the 'Field ID Code' is set to 'CIOO - CIOO'. The 'Date' field is empty. The 'Code' is set to 'PCT - PERCENT OF PAY'. The 'Value' is set to 15.

The screenshots show the 'Employee User Defined Fields - Munis [KDE]' application window. The top screenshot shows the 'Field ID Code' dropdown set to 'PDSK - PDSK'. The bottom screenshot shows the 'Field ID Code' dropdown set to 'PDSO - PDSO'. Both screenshots show the same employee information: Employee 626, SSN 123-15-0904, Last Name BISHOP, First Name THOMAS, MI A, and Status ACTIVE. The form also includes fields for Date, Code (FLAT - FLAT AMOUNT), and Value (1000).

Entering Blanket Purchase Orders

Certain monthly technology expenses, such as telephone or internet expenses, can have a blanket Purchase Order entered at the beginning of the fiscal year in order to capture the information on the TAR report. The estimated amount of the annual expense would be entered on the Purchase Order and the invoice partially liquidated against the PO monthly. Districts also have the option of entering the PO monthly before processing the invoice so that the expense is captured on the TAR report.

For instance, a PO can be entered for the year with a quantity of 12 (for month) and an estimated dollar amount for the year. When the invoice is entered against the PO, instead of fully liquidating the PO, the user can choose to partially liquidate the PO by selecting Modify, and entering the received quantity (for example 1 if monthly) and the entering the invoice amount.

Generating the Technology Activity Report

Select: Financials >General Ledger Menu >Inquiries and Reports >State Specific Reports >Kentucky Reports >KETS Unmet Need Report

1. Click **Define**.
2. Enter the **Starting year/period** and **Ending year/period**.

The default information will not need to be changed.

3. Click **Accept** to select all commodity code amounts
4. Print or Preview the Technology Activity Report and review the report to see if any changes are needed prior to saving and submitting to KDE. Payroll changes can be made by updating the *User Defined Fields* on the Employee Master file. See the section [Assigning User ID Codes for Payroll Allocation](#) to update the employee information. Generate the TAR again after changes have been made. Changes can be made to PO detail after the file has been converted to Excel and before submission to KDE.
5. Save the file after verification that payroll information has pulled into report correctly. Note the name of the Spreadsheet file to submit to KDE.

Note: If the TAR does not appear to have pulled payroll information correctly, check the Terminations file to see if an employee has a flat amount on a User Defined Code. Delete the User Defined Code on any employee with a TAR code using flat amount if that employee did not work during the year being reported.

Options	
Starting year/period	<input type="text"/>
Ending year/period	<input type="text"/>
Commodity code range	<input type="text"/> ... to <input type="text"/>
Department code range	<input type="text"/> ... to <input type="text"/>
Fixed asset	<input type="radio"/> All <input type="radio"/> Yes Only <input type="radio"/> No Only
Current or next year PO's	<input type="radio"/> Current <input type="radio"/> Next Year
Report in	<input type="radio"/> Detail <input type="radio"/> Summary
Output file options	<input type="radio"/> Paper/Spool only <input type="radio"/> Mag-Media and Spreadsheet <input type="radio"/> Both Paper and Mag-Media/Spreadsheet
Records Processed	
Records processed	<input type="text"/>
Payroll records processed	<input type="text"/>
Output Paths and Filenames	
Commodity code	<input type="text"/>
Magnetic media	<input type="text"/>
Spreadsheet	<input type="text"/>

Converting the File to Excel

The magnetic media and spreadsheet files are created. However, ***only the spreadsheet file*** (KETS file) is required to be submitted to KDE. The file will be submitted using the KDE Web Application found at this link: https://applications.education.ky.gov/tar_upload.

The spreadsheet file was generated when the “Save” function was performed in the previous section.

Select: *Departmental Functions > My Saved Reports*

Find the KETS file that was created in the previous step. Sample filename: KETSDDD####.txt – DDD represents district number and #### represents file number.



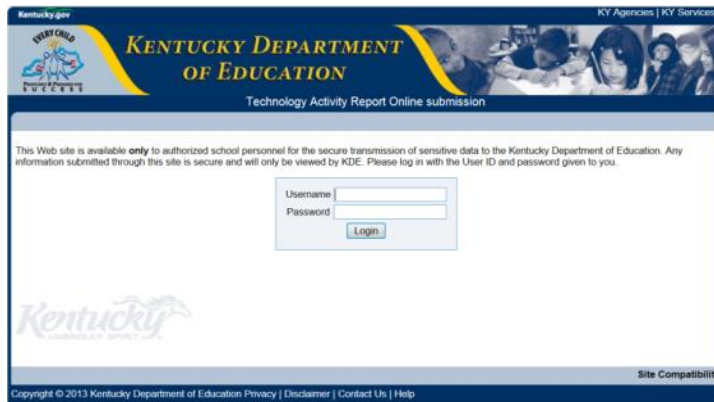
User ID	Report File Name	Report Title	Date	Time	Pages
983klamb	KETK0000018.txt	KETS Unmet - MAG MEDIA	02/08/2017	11:01	5
983klamb	KETS0000013.txt	KETS Unmet - SPREADSHEET	02/08/2017	11:01	5
983klamb	pokycomm0017.txt	KETS Unmet Need Report	02/08/2017	11:01	5

1. Click on the KETS file then select **Open File**.
2. The file will open in text format.
3. Select File > Save As.
4. Navigate to the folder on your computer where you want to save the file.
5. Change the file extension to .xls

File name:

6. Select Save and close the file.
Note: If you need to open the file to make changes, Excel may indicate the file may be corrupt. Click Yes to proceed with opening the file. Make changes then close the file.
7. Rename the file following the naming convention for the *Technology Activity Report* below. If your file does not follow this naming convention, you will not be able to upload it.
“KETSZZZ0.OX”
 - a. The file must begin with “KETS”
 - b. ZZZ = your district’s three-digit number followed by a zero.
 - c. The “.OX” represents the version of the TAR being submitted. Example – the TAR is being submitted for a second time due to revisions being made, this number would be a “.02”.
8. **IMPORTANT:** Make any additional corrections to the Excel file for the units, dollar amounts or commodity codes prior to submitting to KDE.
9. Once all corrections have been made, open Internet Explorer and go to the following web page:

https://applications.education.ky.gov/tar_upload

The screenshot shows the login page for the Kentucky Department of Education's Technology Activity Report Online submission system. The header includes the Kentucky Department of Education logo and the text "Technology Activity Report Online submission". Below the header, there is a disclaimer stating that the site is available only to authorized school personnel for the secure transmission of sensitive data. The main content area features a login form with fields for "Username" and "Password", and a "Login" button. The footer includes the Kentucky Department of Education logo, a copyright notice for 2013, and links for Privacy, Disclaimer, Contact Us, and Help.

10. Login using the following credentials:
User name: tarfile
Password: cloud2011
11. Enter the three-digit district number, your name and e-mail address.
12. Confirm name, e-mail and district and select "OK".
13. Select the "Browse" button to locate the file to be uploaded and click "upload". The system will generate an e-mail confirmation that will be sent to the person who uploaded the file.
14. Click "Logout" in the upper right-hand portion of the page to exit the system.

Contact your KETS Engineer or Scott Kane (scott.kane@education.ky.gov or 502-564-2020 ext. 2214) for additional help submitting the report.